UNCLASSIFIED

HQWeb Taskers Version 3

Early training and testing

"The system that you asked for"

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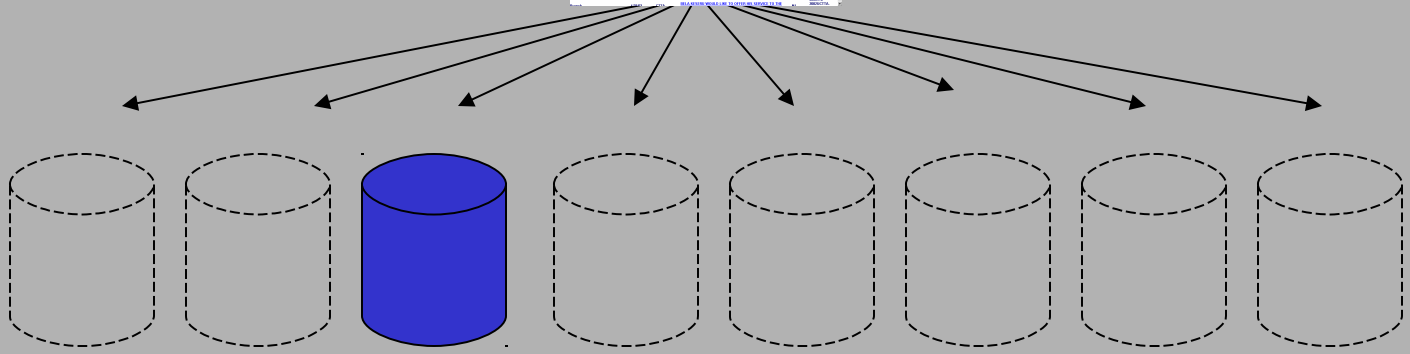
OPNAV CIO (N09BC)

Feedback ⇒ Improvements

- Front Office Routing
- Flexible Routing
- Cross-Directorate Tasking
- Task to Multiple People in same Division
- Edit-in-Place
- Elimination of Action Codes
- Elimination of multiple views of the task

Version 2

CTTA



Version 3

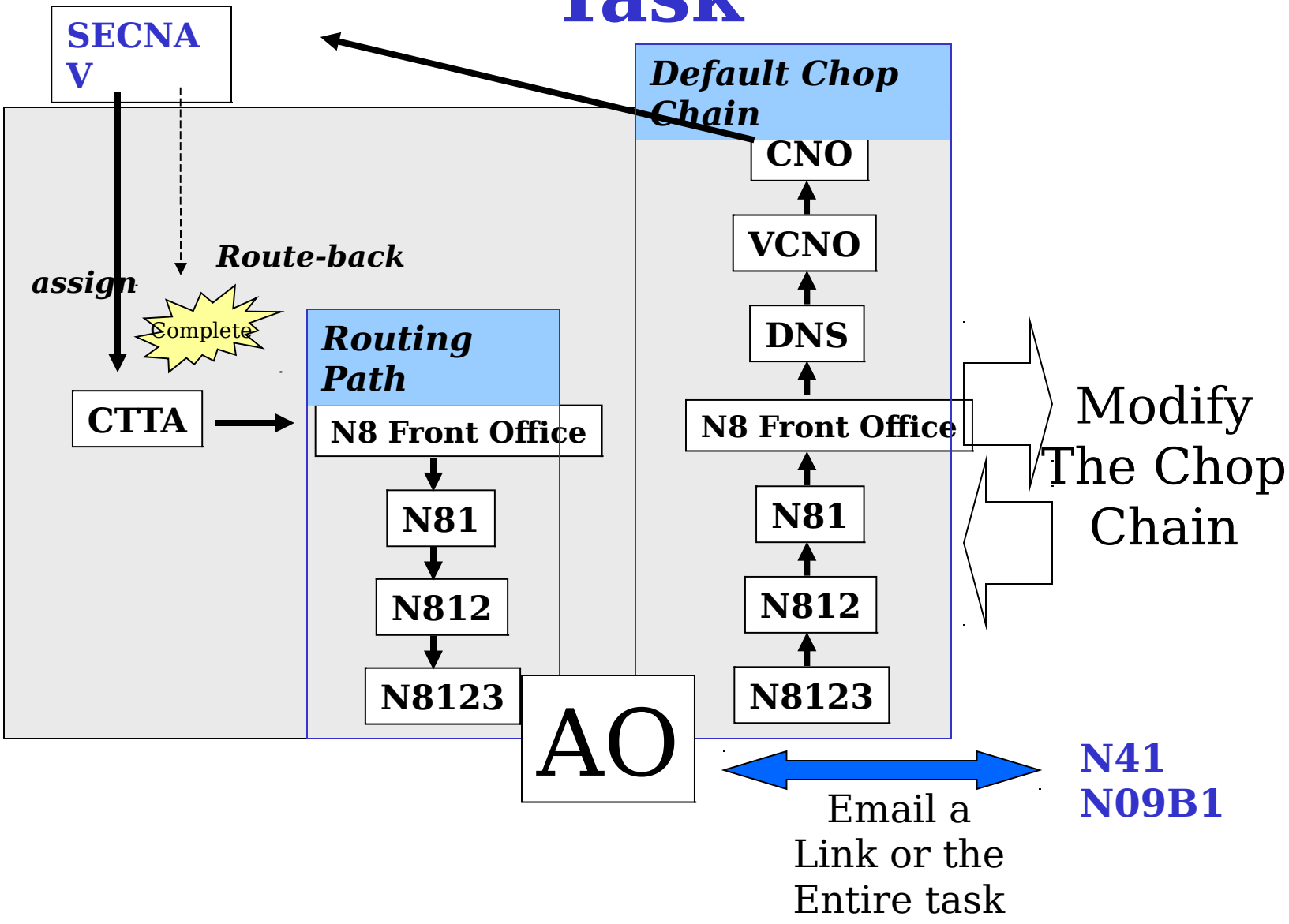
Tasker V3 Database

CTTA

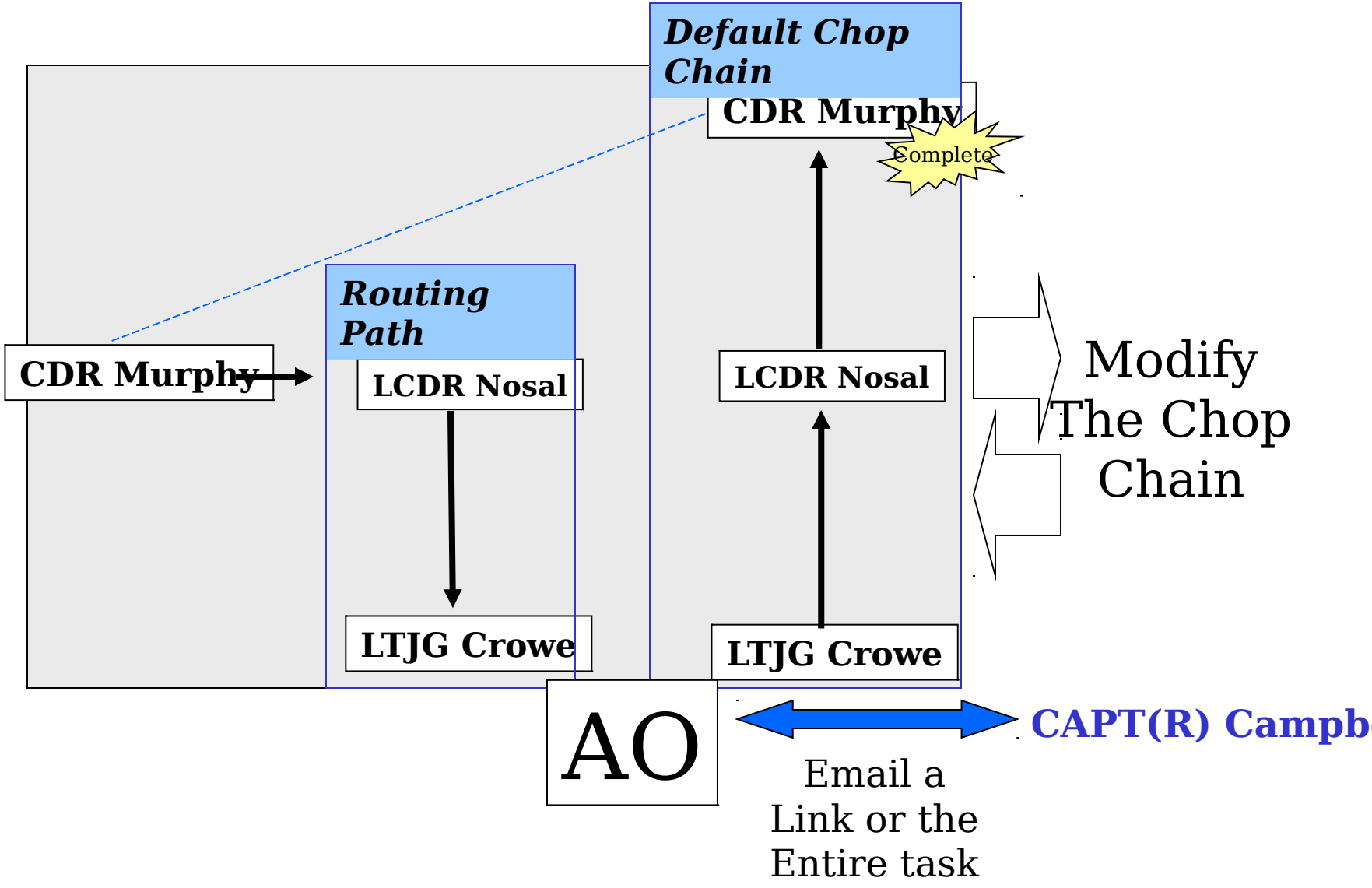
Roles

- Originator – The person or group who is tasking others. The default in this block is the person who is logged in.
- Tasking Authority – The person or group that enters the task into the system.
- OPNAV Approval Authority – The highest person or group in OPNAV that has to review or approve the task. For tasks going to the Secretary of the Navy, the OPNAV Approval Authority is the CNO.
- Nx Front Office – The group of people who represent the code for tasking purposes. This is typically the administrative personnel in the Directorate or Division Secretariat.

Routing Example – SECNAV Task



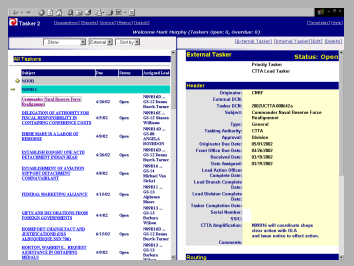
Routing Example – Internal Office



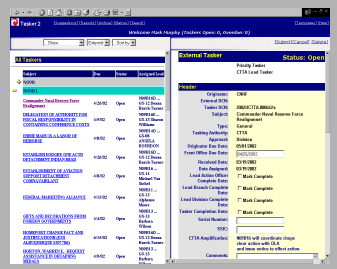
Version 2

Email Link

HQWeb Link



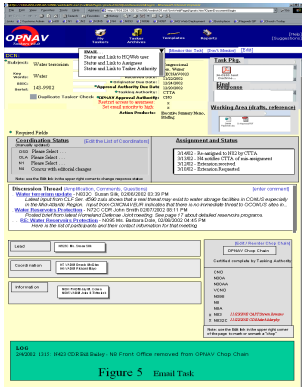
Summary + Task

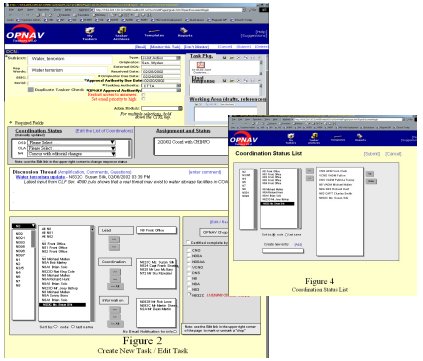


Summary + Edit Task

Version 3

Email Link

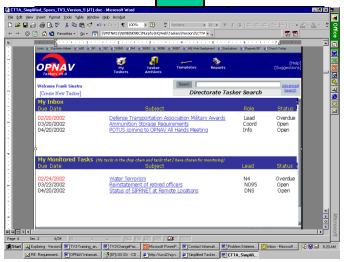




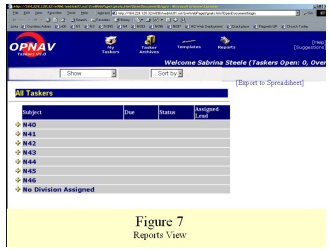
View Task

Create / Edit Task

HQWeb Link

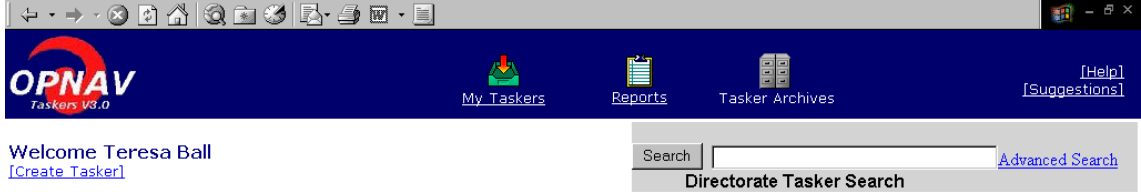


My Inbox

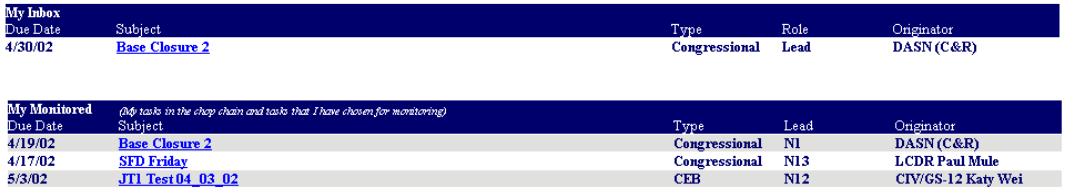


Reports (My Directora

My Taskers View



My Tasker



My Inbox

Due Date	Subject	Type	Role	Originator
4/30/02	Base Closure 2	Congressional	Lead	DASN (C&R)

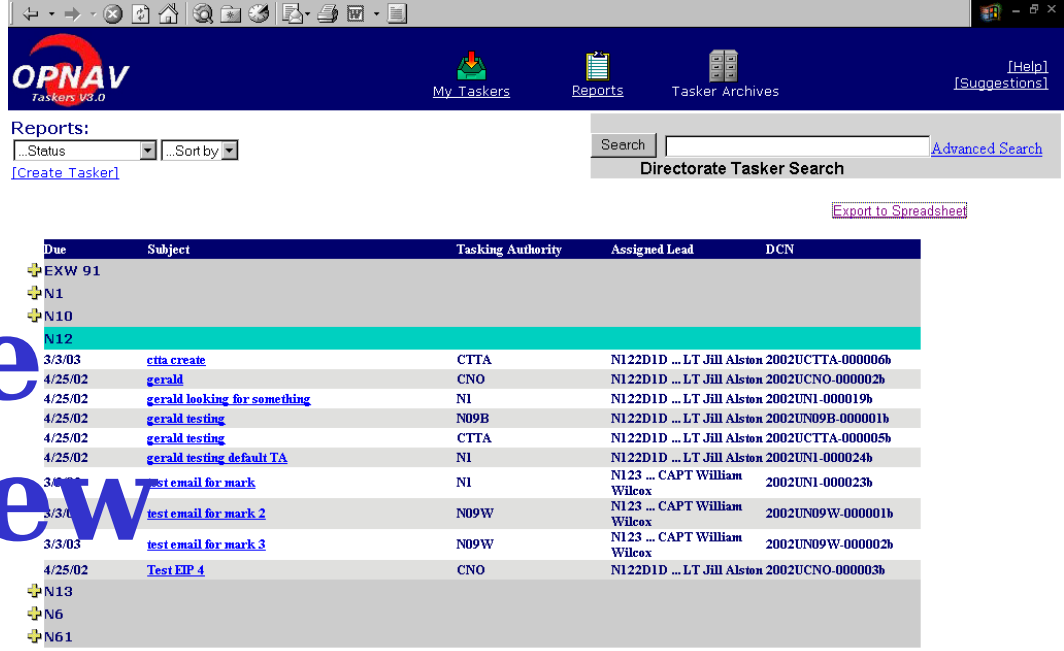
My Monitored *(My tasks in the chop chain and tasks that I have chosen for monitoring)*

Due Date	Subject	Type	Lead	Originator
4/19/02	Base Closure 2	Congressional	N1	DASN (C&R)
4/17/02	SFD Friday	Congressional	N13	LCDR Paul Mule
5/3/02	JT1 Test 04_03_02	CEB	N12	CIV/GS-12 Katy Wei

- My Inbox - Tasks awaiting your action
  - You are the Lead, task not being "chopped" yet
  - You are the next to "chop"
- My Monitored Tasks – Tasks of interest
  - You are a "Coordinate"
  - You are the "Lead" and the task is being "chopped"
  - You marked the task for monitoring

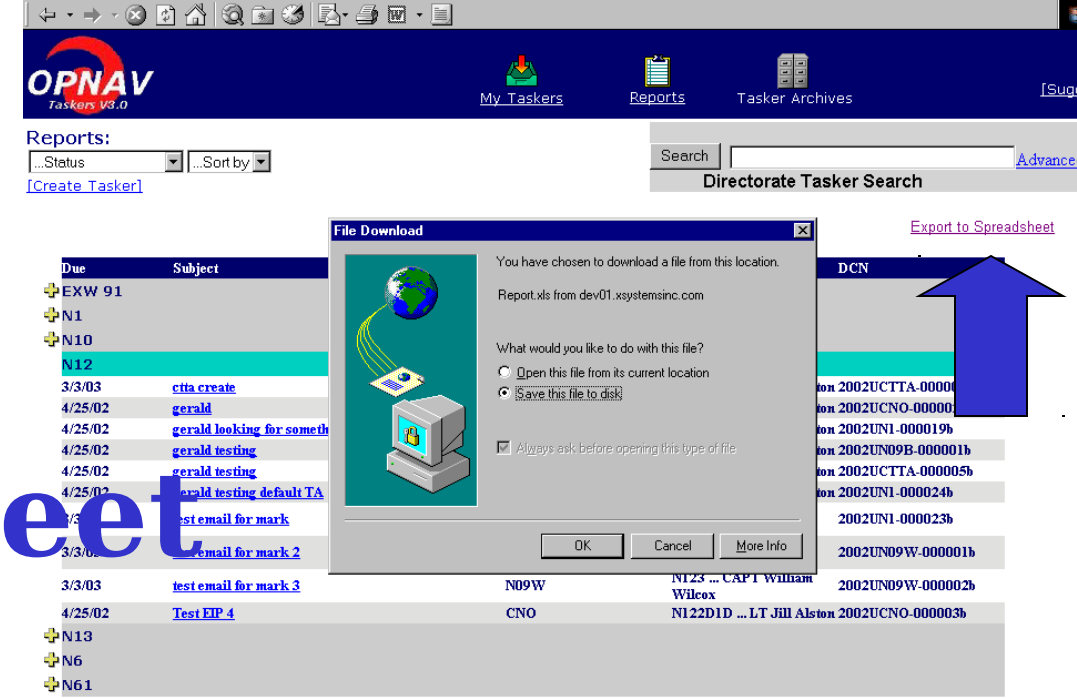
    (does not show up just because you are the Tasking Authority)

Directorate Reports View


OPNAV
Taskers V3.0
My Taskers
Reports
Tasker Archives
[Help]
[Suggestions]
Reports:
...Status
...Sort by
[Create Tasker]
Search
Advanced Search
Directorate Tasker Search
Export to Spreadsheet
Due
Subject
Tasking Authority
Assigned Lead
DCN
EXW 91
N1
N10
N12
3/3/03 ctta create CTTA N122D1D ... LT Jill Alston 2002UCTTA-000006b
4/25/02 gerald CNO N122D1D ... LT Jill Alston 2002UCNO-000002b
4/25/02 gerald looking for something N1 N122D1D ... LT Jill Alston 2002UN1-000019b
4/25/02 gerald testing N09B N122D1D ... LT Jill Alston 2002UN09B-000001b
4/25/02 gerald testing CTTA N122D1D ... LT Jill Alston 2002UCTTA-000005b
4/25/02 gerald testing default TA N1 N122D1D ... LT Jill Alston 2002UN1-000024b
test email for mark N1 N123 ... CAPT William Wilcox 2002UN1-000023b
test email for mark 2 N09W N123 ... CAPT William Wilcox 2002UN09W-000001b
3/3/03 test email for mark 3 N09W N123 ... CAPT William Wilcox 2002UN09W-000002b
4/25/02 Test EIP 4 CNO N122D1D ... LT Jill Alston 2002UCNO-000003b
N13
N6
N61

- Shows all tasks for which a person or group in your Directorate has been assigned a role (i.e., Lead, Coordinate, Info)
- Grouped by the “Lead” code
  - You will see categories for other Directorates because they are the Lead

Export to Spreadsheet



- IF no categories are open

  THEN ALL Directorate tasks are exported
- IF a category is open

  THEN only that Division is exported

Testing

- http://usn.hq.navy.mil/taskers/n1
  - Use your directorate
- Live system Email notification will be sent. Be careful when you test the Chop Chain and any ALL group.
- Test data You can enter test tasks. They will be deleted when the real task data is imported.
- Validate the Front Office Groups

View Task Screen

OPNAV Taskers V3.0

My Taskers | Reports | Tasker Archives | [Help] [Suggestions]

[Email] [Monitor This Task] [Edit]

DCN: 2002UCTTA-000001a **Status:Open**

Subject: Solve World Hunger

Key Words: humanitarian
SSIC:
Serial:

Type:
Originator: Feinstein
External DCN: 2002U83726
Received Date: 04/08/2002
Originator Due Date: 04/26/2002
Tasking Authority Due Date: 04/22/2002
Tasking Authority: CTTA
OPNAV Approval Authority: VCNO
UnRestricted Tasker
Action Products:
Draft Message
Executive Summary
Memo

Tasker Package
This is my test tasking document .doc (19 KB)

Final Response

Working Area (drafts, references)
This is a working document or reference document .doc (19 KB)

Detach any Files

Coordination Status
(manually updated)

N09BC3 ... GS-6 Debra Montgomery OLA	Concur with no comment

Assignment and Status
4/8/02 Reply as directed
DNS is tracking this task

Discussion Thread (Amplification, Comments, Questions) [Enter Comment]

. . This was already solved - N09BCC CDR Mark Murphy, 04/08/2002 09:07:35 AM
We completed this task last year, see the attached reference. Why are we doing it again?

. . . . RE: Solve World Hunger - N09BCC CDR Mark Murphy, 04/08/2002 09:08:25 AM
Well, obviously it did not work. Look at this website hunger.org

View Task Screen

OPNAV Taskers V3.0

My Taskers | Reports | Tasker Archives | [Help] [Suggestions]

[Email] [Monitor This Task] [Edit]

Coordination Status
(manually updated)

N09BC3 ... GS-6 Debra Montgomery OLA	Concur with no comment

Assignment and Status
4/8/02 Reply as directed
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Assignments and Chop Chain

Routing

Lead: N09BCC ... CDR Mark Murphy

Coordination: N09BCD ... LCDR David E Nosal

Information: N09BCX ... Mr Harry M Craney

Chop Chain

- CNO .
- VCNO .
- DNS .
- N09BC ... CAPT Steven Romano .
- N09BCC ... CDR Mark Murphy .

Tasker History:

View Task Screen

OPNAV Taskers V3.0

My Taskers | Reports | Tasker Archives

[Help] [Suggestions]

[Email] [Monitor This Task] [Edit]

DCN: 2002UCTTA-000001a **Status:Open**

Subject: Solve World Hunger

Pick item below:
- Status and Link to HQWeb User
- Status and Link to Assignees
- Status and Link to Tasker Authority

Key Words: humanitarian
SSIC:
Serial:

Type:
Originator: Feinstein
External DCN: 2002U83726
Received Date: 04/08/2002
Originator Due Date: 04/26/2002
Tasking Authority Due Date: 04/22/2002
Tasking Authority: CTTA
OPNAV Approval Authority: VCNO
UnRestricted Tasker

Action Products:
Draft Message
Executive Summary
Memo

Tasker Package
This is my test tas

Final Response

Working Area (drafts, references)
This is a working document or reference document .doc (19 KB)

Detach any Files

Coordination Status
(manually updated)

N09BC3 ... GS-6 Debra Montgomery OLA	Concur with no comment

Assignment and Status
4/8/02 Reply as directed
DNS is tracking this task

Discussion Thread (Amplification, Comments, Questions) [Enter Comment]

. . This was already solved - N09BCC CDR Mark Murphy, 04/08/2002 09:07:35 AM
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. . . . RE: Solve World Hunger - N09BCC CDR Mark Murphy, 04/08/2002 09:08:25 AM
Well, obviously it did not work. Look at this website hunger.org

Create / Edit Task Screen

[Email] [Cancel] [Submit]

DCN: 2002UCTTA-000001a **Status:Open**

Subject: Solve World Hunger

Key Words: humanitarian
SSIC:
Serial:
Duplicate Tasker Check

Type: Congressional
Originator Feinstein
External DCN: 2002U83726
Received Date: 04/08/2002
Originator Due Date: 04/26/2002
Tasking Authority Due Date: 04/22/2002
Tasking Authority: CTTA
OPNAV Approval Authority: VCNO

Restrict access to assignees
Set email priority to high

Action Products:
Brief
CNO Personal Flag Letter
CNO Personal Letter
For multiple selections, hold down the Ctrl key

Tasker Package
Attach Document
This is my test tasking do .doc (19 KB)

Final Response
Attach Document

Working Area (drafts, references)
Attach Document
This is a working docume .doc (19 KB)

Detach any Files
Delete any Files

Required Fields

Coordination Status
(manually updated)

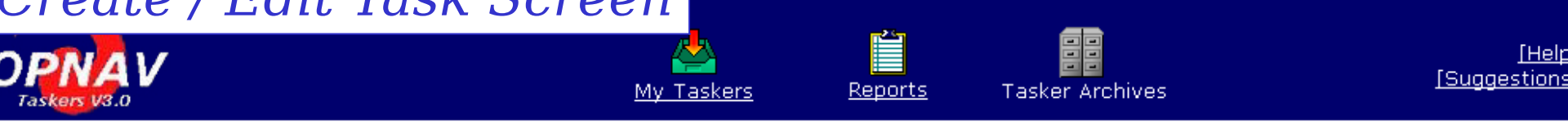
[Edit the List of Coordinates]

N09BC3 ... GS-6 Debra Montgomery: Concur with no comment
OLA: ...Please Select

Assignment and Status

```
4/8/02  Reply as directed
DNS is tracking this task
```

Create / Edit Task Screen



[Email] [Cancel] [Subr

Required Fields

Coordination Status
(manually updated)

[Edit the List of Coordinates]

Assignment and Status

4/8/02 Reply as directed
DNS is tracking this task

N09BC3 ... GS-6 Debra Montgomery: Concur with no comment

OLA: ...Please Select

Discussion Thread (Amplification, Comments, Questions)

[Enter Comment]

. . This was already solved - N09BCC CDR Mark Murphy, 04/08/2002 09:07:35 AM
We completed this task last year, see the attached reference. Why are we doing it again?

. . . . RE: Solve World Hunger - N09BCC CDR Mark Murphy, 04/08/2002 09:08:25 AM
Well, obviously it did not work. Look at this website hunger.org

Assignments and Chop Chain

Routing

VCNO
N091
N093

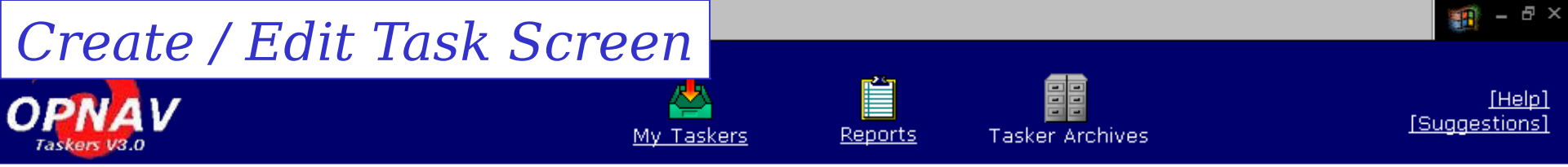
All DNS
All N09B1
All N09BC

Lead: N09BCC ... CDR Mark Murphy

[Edit / Reorder Chop Chain]
Chop Chain

☐ CNO .
☐ VCNO .

Create / Edit Task Screen



[Email] [Cancel] [Submit]

Assignments and Chop Chain

Routing

VCNO	All DNS
N091	All N09B1
N093	All N09BC
N095	All N09BD
N096	All N09BE
N097	All N09BF
DNS	All N09BH
N1	All N09BL
N2	All N09BN
N3N5	All N09BU
N4	All N09BW
N6	All N09BX
N7	DNS Front Office
N8	N09B1 Front Office
NAVSEA	N09BC Front Office

Sort By: code last name

Lead: N09BCC ... CDR Mark Murphy

>> <<

Coordination

>> <<

N09BCD ... LCDR David E Nosal

Information

>> <<

N09BCX ... Mr Harry M Craney

No email notification for info

[Edit / Reorder Chop Chain]

Chop Chain

- CNO .
- VCNO .
- DNS .
- N09BC ... CAPT Steven Romano .
- N09BCC ... CDR Mark Murphy .

Tasker History:

Purpose Codes → Roles

Code	Description	TV3 ROLE
A	PREPARE REPLY FOR SIGNATURE Code that is responsible for preparing a response Usually done with "J"	LEAD
B	NECESSARY ACTION Division may decide there is no action. Action could be email, verbal or handwritten note	LEAD
C	PLEASE REPLY DIRECT Correspondence that does NOT require a chop E.g., letter to Center for Naval Analysis (C.N.A.) or contractor	LEAD
D	PLEASE FURNISH DATA Could be a simple email with no chop or a formal point paper with chop depending on importance.	LEAD
E	INFORMATION AND RETENTION No action required	INFO
F	LEAD OFFICE Designates Lead Office in responsible for response, not the "A" office who prepares it. Requires an ESM (Executive Summary Memo) which is used anytime a response is to be signed by someone outside of Directorate such as the CNO or SECNAV.	LEAD
G	Not used	INFO
H	Not used	INFO
I	COMMENT AND RECOMMENDATION Correspondence from N8 or VCNO that requests comment. Most responses are just CONCURS on the attached ESM. Response could be handwritten or a memo. Used in conjunction with "L" offices	LEAD
J	COORDINATE WITH THE ACTION ADDRESSEE	COORD
K	COORDINATE WITH THE LEAD OFFICE	COORD
L	REPLY TO BE CLEARED Office that clears a response before it leaves directorate	COORD
S	REPLY TO BE SIGNED BY THIS ADDRESSEE Designates which office will sign	COORD

UNCLASSIFIED

Document Control Number

Year | Class | Tasking Authority | Sequential Number | Server Indicator

2002UStaff-000001b
2002CJACO-000002a

Internal tasks from TV2 will not have a DCN when they are imported into TV3

Planned Changes

- Email entire task to anyone
- Improved Search
- Change “Tasking Authority Due Date” to “Approval Authority Due Date”
- Ability to save frequently used Chop Chains

Questions?

- Help Desk
  - Helpdesk@rgsinc.com
  - 800 420 7302
- OPNAV CIO (N09BC)
  - Opnavcio@hq.navy.mil
  - 703 602-5124

Backups